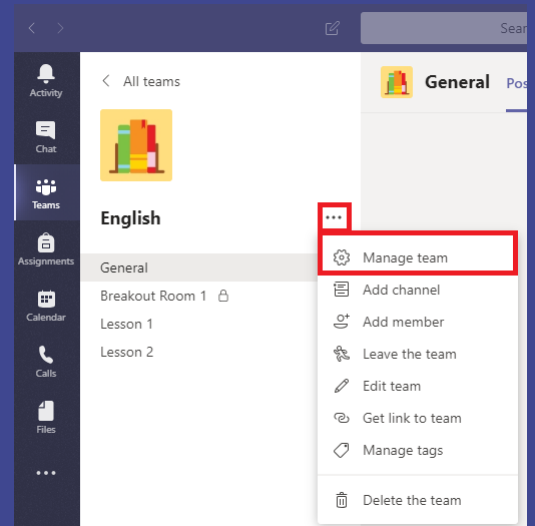


MICROSOFT TEAMS

How to add a teacher to a class

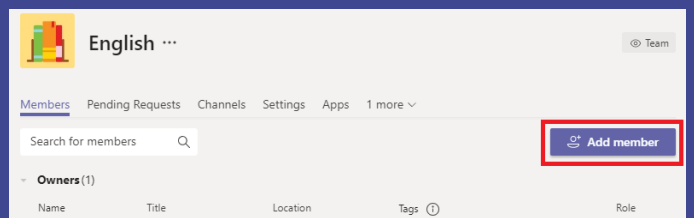
1 Open the Manage Team options

Within your class, select the options menu and then choose manage team.



2 Click add member

Click the add member button.



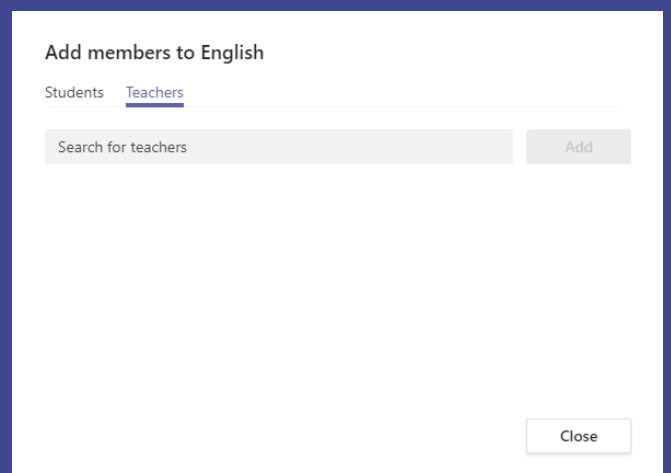
3 Add the teacher to the team

Select the teachers tab.

Type the name of the teacher or teachers and click add to add them to your team.

You can also type a group name here.

Click close when you have finished.



More Information

- If you already have groups in other Microsoft services, such as Outlook, try adding them to your class using this method.

Stuck and need some help?

- Ask a question on the ClassThink forums, a friendly community of likeminded educators.